

Office of Collection and Dissemination
OPERATIONS STAFF

MISSION

The Operations Staff is responsible for providing staff assistance to the Assistant Director/CD, as directed, in his accomplishment of the overall mission of the Office.

FUNCTIONS

Within its field of responsibility, the Operations Staff shall:

1. Assist the various components of OCD in the preparation of statistical, procedural, workload and other similar studies designed to improve performance of OCD functions.
2. Provide a Training Liaison Officer to coordinate OCD training activities with the Office of Training and supervise training activities of OCD personnel.
3. Provide the Secretary and staff support to the OCD Career Service Board.
4. Provide the OCD Records Management Officer for the CIA Records Management Program, and supervise and control OCD contributions to the CIA Vital Materials Program.
5. Provide staff support to the CIA Classification Control Officer, as directed.
6. Rotate members of the Operations Staff to work assignments throughout OCD in order to provide competent assistance in emergency situations as required.

7. Prepare the OCD monthly report, periodic revisions to the GUIDE to OCD, and other special reports on OCD activities as required.

8. Arrange and conduct orientation tours of OCD by CIA and IAC personnel and answer general inquiries on OCD facilities and services.

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9. Develop building emergency plans for OCD personnel in [REDACTED] and supervise fire and air raid drills.

10. Perform other related functions as directed.